



# INGO JOB OPENING

## MOUNTAIN CHILD

Carrying Hope to the Children of the Himalayas

[www.mountainchild.org](http://www.mountainchild.org)

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## PROGRAM OFFICER

### JOB DESCRIPTION

- Arranging logistics i.e. transportation for supplies needed in the project areas.
- Assisting with and supervising the completion of annual action plans and progress reports of education, health, and development work.
- Communicating with implementing NGOs and other NGOs working in our target areas or in similar sectors.
- Monitoring the effectiveness and progress of activities through regular field visits.
- Communicating with project managers and finance office staff to ensure approved budgets are followed.
- Conduct market research to gather information on new opportunities or ongoing activities.
- Helping to ensure the integrity of MountainChild by enforcing all Nepali laws and regulations.
- Communicating with the local communities during regular field visits and through an annual social audit.
- Preparing and giving presentations during scheduled government meetings.
- Acting as a MountainChild Representative in government offices when necessary.
- Document preparation for internal reviews.

### REQUIREMENTS

- Bachelor's Degree
- Two years related work experience.
- Proficient English, computer skills, cross-cultural skills, and communication skills.

SEND CV TO [INGO.HR@MOUNTAINCHILD.ORG](mailto:INGO.HR@MOUNTAINCHILD.ORG)